

## SUMMER INTERNSHIPS AVAILABLE AT THE RHODE ISLAND DEPARTMENT OF HEALTH

The Department of Health is seeking Seasonal Policy Interns to assist with the State's various public health and service programs. These internships will provide a unique opportunity to work alongside State health and human services professionals. These are limited period positions. Internship assignments are 35 hours per week and will continue through the summer, with the possibility of continuing through December 2012. Assignments are located at 3 Capitol Hill in Providence at the Rhode Island Department of Health, Cannon Building. Positions are available in the Division of Infectious Disease and Epidemiology, The Center for Emergency Preparedness and Response (CEPR) and the Division of Community Family Health and Equity.

These Seasonal Policy Interns will be responsible to assist full-time staff in various areas of agency policy and planning, special projects, studies, research, data collection, entry and analysis, surveys, design outreach and education materials and to monitor organized events and other related projects. Successful candidates must be proficient in Microsoft Office and other related computer applications, and must demonstrate exceptional written and verbal communication skills. Successful candidates will demonstrate the ability to exercise independent judgment under general guidance from full time staff. **Note: Candidates applying for an internship with the Division of Community Family Health and Equity should have their own transportation available in order to perform local research and outreach.**

Seasonal Policy Interns are paid an hourly salary, with no fringe benefits, as follows:

New intern	\$10.50/hour
Returning (second year)	\$10.75/hour
Returning (third year)	\$11.00/hour

To apply, please send the following:

- A letter of interest detailing your education and work experience and identifying the specific internship assignment(s) for which you are applying. Please indicate "DOH Summer Internship" on cover sheet or letter of interest; and
- A resume or completed State Application Form (available at <http://www.dlt.ri.gov/JobsRI/statejobs.htm>)

All correspondence should be mailed to:

Sandra DaRocha  
55 Howard Avenue  
Benjamin Rush Building, 2<sup>nd</sup> floor  
Cranston, RI, 02920

**Deadline for receipt of resumes/applications is 4 P.M., May 11, 2012**